



PEDRO E. SEGARRA
Mayor

**CITY OF HARTFORD
POLICY MEMORANDUM**

SUBJECT: Take Home Vehicles Assigned
for Overnight Use

NO: 010

Date: October 22, 2013

DISTRIBUTION: Affected Personnel

Approved: _____

Albert Ilg, Chief Operating Officer

I. PURPOSE

The purpose of this memorandum is to establish the City's policy concerning the use of City vehicles by City Staff who are assigned vehicles for overnight use.

II. RESPONSIBILITY

It shall be the responsibility of all City personnel who are assigned vehicles for overnight use to comply with these provisions.

III. PROCEDURE

a. Purpose

The purpose of assigning vehicles for overnight use is to insure public safety by enabling the affected personnel to be readily available to attend to City business. City business is defined as emergencies or activities germane to the day to day operations of the City of Hartford's government. These shall include, but are not limited to, weather-related emergencies, attendance at professional and/or work-related meetings, ceremonies, community events.

b. City Personnel Required to Use City Vehicles

It is in the public safety interest of the City of Hartford for the following personnel to be 'on-call' twenty-four hours per day:

- i. Mayor
- ii. Chief Operating Officer
- iii. Chief of Police
- iv. Fire Chief
- v. Public Works Director
- vi. Additional personnel needed for emergency response as determined by the Mayor according to fiscal year's adopted budget



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c. Operating Procedures and Guidelines

- i. Operators shall be in possession of a valid State of Connecticut driver's license while operating the vehicle.
- ii. The vehicle operator must obey all traffic and motor vehicle laws. No one shall operate a City vehicle while under the influence of alcohol or drugs (see State of Connecticut statutes for legal definition of "driving under the influence").
- iii. If the City vehicle is involved in a collision, the operator is to contact the local or State police immediately to report it. The operator is also to report the collision to his/her supervisor as soon as possible.
- iv. Aside from providing City services and conducting City business, City vehicles may be used for commuting and de minimis personal errands during workdays only while traveling between work and home, pursuant to Internal Revenue Service (IRS) regulations. The Finance Department will work with those personnel who are required to follow IRS regulations and to report any taxable benefit (Police and Fire vehicles are exempt from these IRS regulations) .
- v. No one assigned a City vehicle shall permit anyone else other than another City employee to operate his/her vehicle except in an extreme emergency.
- vi. Operators will be liable for any traffic violations committed while driving a City vehicle. Drivers shall pay for any and all fines, court costs, or judgments resulting from misconduct while operating a City vehicle.